

**SECRET**  
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140160-5  
REPORTS INVENTORY

DDO/OTR/ISS - 33

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Agency Training Record - Alpha Listing

2. TYPE OF REPORT  
☐ STATISTICAL  
☐ NARRATIVE  
☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL ☒ TRAINING  
 LOGISTICS ☐ SECURITY  
 MEDICAL ☐ FINANCE

ADMIN. GENERAL  
 OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Annual

6. DISTRIBUTION (No. of components not number of copies)

3

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

☒ YES IF YES GIVE ADP PROCESSING NO.  
☐ NO 601A

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR ☐ 25X1

Computer print-out

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS  
 OTR/ISS/AIR

None

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  
 Form 136-Request for Training at Non-Agency  
 Form 73-Request for Internal Training  
 Form 1961-Class Roster-Internal Training

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
11	6.50		68		442.00		2		884.00
8	4.90		240		1,176.00		2		2,352.00
5	3.60		300		1,080.00		2		2,160.00
4	3.20		420		1,344.00		2		2,688.00
3	2.70		450		1,215.00		2		2,430.00
									10,514.00

### B. COSTS OF COMPUTER PRODUCED REPORTS

3393 pages at 3¢ per page x 2 x 4 copies =	815.52
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TOTAL COSTS PER YEAR

\$11,329.52

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

HR ☐  
 OTR/RS/AIB

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS DOLLARS  
 0 0 STAT

16. DATE OF INVENTORY

9

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

OCI 19/0 Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140160-5  
 Records Management Officer, OTR

18. EXTENSION

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